

What is the purpose of this law?

The purpose of this law is to ensure that all Special Conservators of the Peace are properly trained and registered; that term limitations are met, bond or insurance requirements are met, criminal history check and a drug and alcohol has been completed.

Who is affected by this law?

This law is applicable to any individual appointed as a Special Conservator of the Peace pursuant to § 19.2-13 of the Code of Virginia.

Who is exempted from this law?

§ 19.2-13 D. of the Code states that *Individuals listed in § [19.2-12](#), individuals who have complied with or been exempted pursuant to subsection A of § [9.1-141](#), and individuals employed as law-enforcement officers or private police officers as defined in § [9.1-101](#) who have met the minimum qualifications set forth in § [15.2-1705](#), shall be exempt from the requirements in subsections A through C of § 19.2-13.*

How will the program be implemented?

The Special Conservators of the Peace program will be administered within the Private Security Services Section of the Department. However, it will be treated as a separate regulatory program with its own set of regulations. To assist in the development of the permanent regulations, policies and guidelines that will govern the industry, DCJS will organize work groups made up of representatives from Special Conservators of the Peace practitioners, professional associations, the Private Security Services Advisory Board, and other interested/affected parties. DCJS will seek this input from many sources to ensure that the interests and concerns of all affected businesses and individuals, **large or small**, are represented in the development of this program.

What kinds of issues will the work groups be addressing?

The work groups will be responsible for making recommendations to DCJS concerning training, registration, and compliance issues.

Will the industry be represented on the Private Security Services Advisory Board?

§ 9.1-143 of the Code of Virginia states the Private Security Services Advisory Board shall have one member who is a Special Conservator of the Peace appointed pursuant to § 19.2-13 of the Code.

When will this law affect current Special Conservators of the Peace?

§ 19.2-13 A. of the Code states that applicants for registration as a Special Conservator of the Peace may begin submitting applications to DCJS on or after **January 1, 2004**. § 19.2-13 of the Code also states that effective **September 15, 2004**, no person shall seek appointment as a Special Conservator of the Peace from a circuit court judge without possessing a valid registration issued by the Department of Criminal Justice Services, except as provided in this section.

When can I begin the application process?

DCJS will begin accepting applications for registration as a Special Conservator of the

Peace after January 1, 2004. However, once the training standards have been established and training schools and instructors are approved, individuals may begin taking the required training courses in preparation for application for registration.

What are the minimum requirements for eligibility as a Special Conservator of the Peace?

Each person applying for registration shall meet the minimum requirements for eligibility as follows:

1. Be a minimum of 18 years of age; and
2. Successfully complete all initial training requirements for special conservator of the peace, including firearms training if applicable.
3. Be a United States citizen or legal resident alien of the United States.

What are the Registration Requirements for a Special Conservator of the Peace?

Each person applying for registration shall file with the department:

1. A properly completed registration application provided by the department;
2. On the registration application his mailing address;
3. Fingerprint cards provided by the department;
4. The applicable, nonrefundable registration application fee;
5. A Drug and Alcohol Test;
6. Documentation verifying that the applicant has secured a surety bond or cash bond in the amount not to be less than \$10,000 executed by a surety company authorized to do business in Virginia, or a certificate of insurance reflecting the department as a certificate holder, showing a policy of comprehensive general liability insurance with a minimum coverage of \$10,000 issued by an insurance company authorized to do business in Virginia.

Documentation verifying completion of initial training with a certified training school, private security services training school or documentation for training exemption for prior training.

What will the individual show to the court when they are eligible to petition the court for Special Conservator of the Peace appointment?

A temporary registration letter will be given to the individual when they have completed all the registration requirements. The letter will state that they have met those requirements and are now eligible to seek appointment with the Circuit Court as a Special Conservator of the Peace. If the individual's order of appointment is granted the individual is required to file a copy of their appointment order with the department. The Circuit Court maintains all discretion of granting appointments. The temporary registration letter only allows an individual to become eligible to seek appointment. Once the individual files their appointment order the department will send a final registration letter that allows the individual to receive a photo identification card.

Will existing Special Conservators of the Peace be “Grand fathered” from Registration Requirements?

No provision was included in the law to exempt current Special Conservators of the Peace from the new registration requirements.

How long will a Registration issued by the Department be valid?

Special Conservators of the Peace registrations will be valid for a twelve-month period. Special Conservators of the Peace will be required to complete in-service training to renew their registration on an annual basis. If an individual’s registration is expired prior to their expiration of their appointment order or disciplinary action has been taken against the individual, the department will notify the court.

What will be the compulsory minimum training standards for a Special Conservator of the Peace?

The compulsory minimum **entry-level** training hour requirement by category, excluding examinations, practical exercises and range qualification, shall be:

1. Unarmed special conservator of the peace – 24 hours
2. Armed special conservator of the peace – 40 hours

The compulsory minimum **in-service** training hour requirement by category, excluding examinations, practical exercises and range qualification, for a Special Conservator of the Peace shall be – 8 hours.

Will there be any exemption of training standards for current Special Conservators of the Peace?

§ 9.1-150.2. of the Code states that DCJS may grant training exemptions based upon prior law enforcement experience or prior experience as a Special Conservator of the Peace.

Where will the approved training be taught?

Once the training standards are established, training will be available at any DCJS certified training school or training academy that has been approved to teach Special Conservators of the Peace subjects.

What will be the fees associated with this program? Schedule of fees.

The fees listed below reflect the costs of handling, issuance, and production associated with administering and processing applications for licensing, registration, certification and other administrative requests for services related to private security services. (NOTE: FEES ARE NON-REFUNDABLE)

<u>CATEGORIES</u>	<u>FEES</u>
Initial registration	\$60
Registration renewal	\$60
Application for training exemption	\$25

Fingerprint card processing	\$50
Replacement photo identification letter	\$20

Who will be required to submit fingerprints to DCJS for the purpose of conducting a criminal history records search?

All Special Conservators of the Peace as defined in the Code are required to submit fingerprints to DCJS for the purpose of conducting a criminal history records search unless exempted from registration requirements.

What criminal history would be a basis for denial as a Special Conservator of the Peace?

§ 19.2-13 of the Code states that; *No person with a criminal conviction for a misdemeanor involving (a) moral turpitude, (b) assault and battery, (c) damage to real or personal property, (d) controlled substances or imitation controlled substances as defined in Article 1 (§ [18.2-247](#) et seq.) of Chapter 7 of Title 18.2, (e) prohibited sexual behavior as described in Article 7 (§ [18.2-61](#) et seq.) of Chapter 4 of Title 18.2, (f) firearms, or (g) any felony, shall be registered as a special conservator of the peace.*

If I have a question concerning criminal history, who should I address it to?

If you have a specific criminal history question, you should address the question in writing to the Department of Criminal Justice Services, Private Security Section Chief at Post Office Box 10110, Richmond Virginia 23240-9998.

Who at DCJS should I contact with questions?

Contact Ellen B. Spain, Regulatory Programs Coordinator at (804) 786-1018 or email at espain@dcjs.state.va.us.